

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2251 **TITLE:** ADMINISTRATIVE ASSISTANT V **GRADE:** S-19

DEFINITION:

This level is characterized by either one or a combination of the following:

- Incumbents have supervisory responsibility for several dissimilar functions or services, at the Assistant III level, determine staff needs and are accountable for results produced.
- Incumbents have responsibility for one or more functions or services involving analysis of problems that requires knowledge of basic principles of the specific profession or technical field.
- Incumbents have independent responsibility within overall goals of the organizational unit for a comprehensive function, service, or unit frequently requiring the determination of procedures, methods and policy applications; prepare reports and policy recommendations; and participate in long-range planning for administrative needs within overall goals of the organizational unit.

At this level, the following factors should be considered:

- Incumbents are responsible for all administrative aspects of a total program, service or department, including the determination of procedures, selection of methods, and implementation of policy. Incumbents perform assignments for which administrative guides are inadequate in some respect; or which require limited technical/professional knowledge; or which involve nonstandard aspects of administration.
- Assignments are given in terms of the subject area concerned, with specific objectives as well as general program/department goals identified. Work is subject to review when problems require a deviation from administrative policy or when they may affect the professional activities of the department.
- The scope, complexity or novelty of problems is such that (a) guides frequently are not directly applicable or problems are of a wide variety routinely requiring determinations of appropriateness; or (b) a body of knowledge is required in addition to standard department and County administration. The latter may include comparable knowledge of an outside institution, of a dissimilar operational unit within the County, or of the basic principles and methods of a professional field. Originality is required in applying standard administrative guides in resolving unusual administrative problems within stated objectives of the department, and within policies of the County and/or outside agencies.
- Incumbents may have supervisory responsibility for administrative tasks allocable to the Assistant III level.

ILLUSTRATIVE DUTIES:

General Financial Duties

- Supervises a group of clerical/accounting personnel performing duties at the Asst. III level;
- Determines, modifies, and implements administrative policies, procedures and methods to improve office practices;
- Designs and uses spreadsheets and databases to interpret and organize resource information;
- Provides customized reports to analysts or others in the unit.

Fiscal Administration

- Analyzes data and develops budget recommendations and projections for unit;
- Administers several complex funds, projects, contracts and/or grants;
- Processes journal and/or budget entries (e.g., change orders, accruals).

Accounting

- Performs duties requiring entry level professional knowledge of basic accounting principles;
- Reconciles and monitors unit's accounting processes;
- Resolves non-routine and complex problems;
- Prepares wire transfers;
- Performs unique accounting functions that have Department-wide impact.

Purchasing

- Researches and recommends equipment/vendors and prices;
- Determines substitutes for supplies and high value equipment;
- Coordinates the purchase of non-standard items (e.g., purchases requiring coordination with other departments, multi-fund purchases, and/or biohazardous material acquisition);
- Resolves issues and disputes with vendors and/or identifies need for increased levels of contract monitoring;
- Acquires insurance via County Risk Management.

General Executive Assistance

- Provides advice and counsel to members of the executive/work unit head's functional area;
- Exercises discretion in administrative policy interpretation;
- Resolves a wide variety of operational problems requiring sound judgment.
- Acts as the liaison between the executive/work unit head's functional area, other County offices, and external agencies;
- Recommends exceptions to administrative policies that are subject to review.

Scheduling & Coordinating for others

- Supervises or handles the most complex, non-routine activities where consequence of error is high;
- Coordinates all logistic activities for visits by external groups;
- Schedules/sets up presentation rooms, obtains required audio-visual equipment, schedules order of presentations, length, etc.;
- Verifies travel arrangements made by visitors (e.g., travel to/from hotel);
- Makes all arrangements required by visitors regarding catering or supplies;
- Directs or performs the scheduling, organizing, coordinating and making of arrangements for national and international meetings;
- Negotiates prices for goods and services required at meetings;
- Manages the calendar of the executive/work unit head with authority to make commitments of the executive/work unit head's time and to distinguish higher from lower priorities in the executive/work unit head's schedule.

Communication

- Independently composes original correspondence (e.g., preparation of replies to non-technical requests) for the functional area under their own signature;
- Explains and interprets policies as they apply to unique situations with potential legal and safety implications;
- Researches, coordinates, and provides information to others including citizens, executive/work unit head, and/or BOS members/staff;
- Informs internal staff regarding executive/work unit head's decisions regarding procedural issues and provides the reasons for those decisions.

Office Management

- Supervises several dissimilar or specialized functions each with unique training requirements;
- Devises procedures for complex or specialized functions;
- Anticipates and develops procedures/tools to prevent problems; solves unusual problems;
- Provides administrative support to the functional area (e.g., reviews, evaluates and prioritizes all requests and communications;
- Analyzes short and long-range administrative needs such as space, staffing of functional area).

General Administrative

- Responsible for and determines administrative procedures.

Receptionist/Public Contact

- Answers questions requiring decisions that tend to establish a precedent and/or commit a unit or supervisor to a course of action;
- Recommends procedural changes;

- Interprets policies and provides oral and/or written interpretations/procedures for non-routine/complex problems referred by front line staff.

Word Processing/Typing

- Supervises word processing staff including training of staff;
- Edits for style, format, and/or layout.

Information Systems/Software

- Trains staff in use of agency information systems/software;
- Researches & selects hardware/software;
- Creates complex spreadsheets for Department;
- Operates/manages complex databases & other software using advanced functions;
- Diagnoses and resolves hardware/software problems using substantive computer/software knowledge.

Reports

- Prepares one of a kind reports, gathers statistics based on information compiled from various sources, draws conclusions, and makes recommendations.

Personnel

- Supervises all personnel administrative functions for the department;
- Reviews new departmental policies for HR implications and recommends and implements administrative changes;
- Researches and recommends solutions to non-routine/one of a kind problems;
- Drafts and coordinates approval of documents that include "boilerplate" language for matters related to HR (e.g., underfill agreements);
- Works with hiring manager to coordinate appointment and review process;
- Reviews class specifications and recommends requested job classification;
- Develops administrative HR-related procedures for agency.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Knowledge of County policies within functional area of responsibility. This may include knowledge of an outside institution, dissimilar operational unit within the County or the basic principles and methods of a professional field.

Executive Assistance

- Thorough knowledge of the executive/work unit head's program/area and of County administration and organization.
- Ability to maintain confidentiality and be sensitive to political issues.
- Knowledge and sensitivity to issues, priorities, protocol, etc.

Math Skills

- Basic math skills

PC Skills

- Intermediate skills in the use of applicable Microsoft Office Suite software.
- Intermediate skills in the use of agency specific software applications.

Communication

- Ability to communicate well through written and oral means;
- Ability to speak in front of a group.

Information Abilities

- Ability to gather, integrate, and analyze complex data.

Interpersonal Abilities

- Ability to establish and maintain effective working relationships with both external and internal contacts.

Purchasing and Accounting

- Ability to perform data entry into CASPS and/or FAMIS in at least 8 functions.

Personnel and Payroll

- Ability to perform all PRISM functions.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

Education

- High School

Experience

- 4 years providing administrative support in the assigned functional area(s), including;
- Two years of supervisory experience if the position is supervisory in nature.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. **Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

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